

Vacancy Announcement

Program Assistant
Education Division
Federal Judicial Center
Washington, DC 20002-8003

Under the direction of the designated supervisor, the incumbent acts as a program assistant for the Education Division and, as such, is responsible for the administrative, technical, and support functions associated with various educational programs. This position requires overnight travel.

Major Duties and Responsibilities

- Performs a variety of administrative functions connected with the duties of the division. These functions include integrating technology as appropriate, with an emphasis on web-based learning (as used here, web-based learning means educational programs, services, materials, and other items in text, audio, and video format available on the Internet or the Center's intranet), as well as face-to-face program support. Other assignments include typing and disseminating correspondence, preparing forms and financial documents required to carry out the training mission, maintaining databases relative to the work flow of the office, maintaining the office filing system, routing a variety of paper work, and preparing meeting rooms and materials.
- Performs a liaison function both within and outside the Center. Answers inquiries from Center and Administrative Office staff, faculty members, participants, judges and other court personnel regarding division services, programs, and related travel, hotel and training information. Incumbent exercises discretion concerning which calls can be handled personally and which require further action. Incumbent also makes hotel, travel, and other site arrangements for division staff.
- Assists staff in ensuring that all seminar, workshop, and technology-based conference arrangements are adequate and complete. When a seminar is conducted at a hotel site, incumbent contacts the hotel staff concerning administrative and financial matters. When a videoconference, satellite conference or WebEx session is to be held, incumbent assists with the site selection process and the designation of and coordination with on-site coordinators, faculty and staff.
- Works on designated component parts of programs with the appropriate staff member and obtains visual aids, other support materials, handouts, and lesson plans. Based on materials provided, incumbent prepares program materials in format of choice, whether electronic-presentations such as PowerPoint or printed.
- Provides, as required, administrative, secretarial, and logistical support for faculty and participants at division seminars and workshops and for division staff who are developing and implementing in-district training programs.
- Tabulates data on program participants, costs, and hours, as well as statistical information from evaluation forms for training activities. Prepares program evaluations and works with staff to develop summaries, as appropriate, from completed forms.

- Bears responsibility for a variety of travel- and technology-based training course logistics. Incumbent prepares participant and workshop documents and e-mails or mails all pertinent information to the participants and to the training site. Incumbent estimates the cost of the seminar and prepares financial documents for review and signature by senior Center staff and/or by the division director. Incumbent is responsible for financial closeouts.
- Assists with administration of in-district training programs for court personnel and, within established guidelines, may be required to prepare budget projections, monitor expenditures, and coordinate with local court training specialists and site coordinators. Further, incumbent may be called on to schedule faculty from a pre-established pool. Coordinates train-the-trainer sessions.
- Formats all draft material to be stored for future reference or use on personal computers. This requires accurate typing of draft materials for future referral and use of form letters, mailing lists, forms, standard documents, etc. Incumbent also prepares the final drafts of any materials that are to be published, such as manuals, brochures, and information packets.
- Performs other duties, either as assigned or at the incumbent's discretion, that are necessary for regular or special projects undertaken by the division.

Qualifications

Desirable qualifications include at least two years of work-related experience, solid database and technology skills, and excellent interpersonal, verbal, and writing skills. Ability to work concurrently on multiple programs and projects. A bachelor's degree may be substituted for experience.

Salary and Benefits

This position falls in the FJC's payband II, which has a salary range of \$34,268–\$64,863; however, not all incumbents can expect to reach the top of the range. The starting salary for this position is \$34,268, but for the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$35,981, may be considered, based on the successful candidate's qualifications, experience, and current salary. If the successful candidate is an FJC staff member earning less than the starting range minimum, his/her salary will be brought up to the salary range minimum of \$34,268. If the successful FJC candidate's salary falls above the range minimum, that salary will be matched up to the payband II maximum salary.

A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service and has a one-year probationary period. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center, a health fitness facility, and a cafeteria for its tenants.

Application Procedure

In a cover letter referring to Announcement #06-21, please indicate specifically how you satisfy all of the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume.

All applications should be directed to

Human Resources Office
(Announcement #06-21)
Federal Judicial Center
One Columbus Circle, N.E.
Washington, D.C. 20002-8003

When applying, please refer to Announcement # 06-21. To receive full consideration, applications should be submitted no later than COB September 11, 2006.

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